



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Outdoor Recreation Division.

| Agency: Outdoor Recreation Division | | Division: | |
|-------------------------------------|---------------|--|--|
| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | RETENTION PERIOD |
| 1 | 79-2525 | STREAMS & TRAILS MAP CASE Maps which are identified with various features pertaining to the designation of state hiking, snowmobiling, bicycling trails and canoeing. | DESTROY when outdated or replaced. |
| 2 | 79-2529 | PLANNING PROGRAM Includes Statewide Comprehensive Outdoor Recreation Plan (SCORP) files and City-County Park and Recreation Board plans and files. | TRANSFER SCORP Files to the RECORDS CENTER five (5) years after completion of the next SCORP planning program. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after completion of the next SCORP planning program. RETAIN all City-County Park And Recreation Board Plans until superseded by a new plan; DESTROY all plans once superseded. DESTROY all City-County Park And Recreation Board Files ten (10) years after last filed correspondence, information, or forms. |
| 3 | 79-2531 | STATE AND FEDERAL GRANT PROJECT FILES These grants include, but are not limited to: Land and Water Conservation Fund, Recreational Trails Program, Hometown Grants, State Trails, and Wabash River Heritage Corridor Commission. The folder for each project may contain:: originally submitted proposal documents (project proposal, compliance and assurance forms), project agreements and amendments, inspection files, general correspondence and news clippings, reviews, reports, findings and recommendations, documents supporting cost figures, billings and other financial documents.DOCUMENTS SUPPORTING COST FIGURES 6. BILLINGS AND OTHER FINANCIAL DOCUMENTS | MICROFILM and DESTROY originals on project completion. TRANSFER records needed for inspection purposes to INSPECTION RECORDS. MICROFILM proposal documents, agreements and amendments, and any inspection files according to 60 IAC 2 on project completion. DESTROY hard copies after verification of film for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention, and duplicate roll to agency. DESTROY remaining documents ten (10) years after completion of project, and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges. |